



REQUEST FOR PROPOSAL

City of Fremont, Ohio

September 21, 2026 Posting Date

Tiffin Street Bridge Replacement Project

Response Due Date: 2 pm on December 23, 2026

The City of Fremont is requesting Proposals (RFP) from professional engineers to provide engineering, surveying, and related services for the City's Tiffin Street Bridge Replacement Project. The Tiffin Street Bridge is located on Tiffin Street over Minnow Creek in the Southern portion of the City and on the West side of the Sandusky River. The City was awarded an OPWC Grant to replace this structure. The application to OPWC proposed to replace the bridge with a hydraulic equivalent box culvert. The City of Fremont will be administering the engineering, survey, geotech, bidding, and construction of this project, as well as providing construction inspection services.

Section 1 Submission of RFP

The RFP may be submitted in person or mailed to the Safety Service Director's office (4 Paper copies and one electronic copy (CD or USB in PDF format) as follows:

Mr. Bob Gross, Safety Service Director
City of Fremont
323 S Front St.
Fremont OH 43420-3065
bgross@fremontohio.org

Note that non-compliance with the instructions provided may result in rejection of the RFP.

Additional information concerning the RFP may be obtained by contacting Mr. Gross at 419-334-5900 or Tucker Fredericksen P.E., City Engineer at 419-334-8963, tfredericksen@fremontohio.org

Section 2 Description of Services

The City intends to retain an engineering consulting firm to perform engineering, surveying, geotechnical investigations, easement development, permitting, evaluations, reports, meetings, and other services to complete this project. The project entails the removal of the existing bridge, railing, and concrete abutments. The bridge is to be replaced with prestressed concrete box beams and necessary approach roadway work to accommodate the new bridge. It is anticipated that temporary construction easements from the resident(s) owning the land adjacent to the bridge and City Right-of-Way will be necessary. Environmental services typical of this type of project will also be needed as part of the engineering services.

Services to be provided are as follows:

- Topographic and utility survey of the right-of-way.
- Temporary constructions easements.
- SWPPP design and plans.
- Surveying services for necessary for design, layout, stationing, construction stakes, and other project needs.
- Contact OUPS and utility owners for location of existing utilities and coordination of these utilities into the design plans.
- Establish existing right-of-way location.
- Design plans, specifications, and calculations acceptable by the City.
- Provide construction cost estimates at various plan submittal stages.
- Provide value engineering solutions.
- Final plans shall be 24 by 36-inch full size plan sheets which can be reproduced to 11 by 17-inch scaled prints for distribution, including any revisions.
- Attend meetings as needed for the design and construction process.
- Provide three complete sets of construction plans and specifications and an electronic file of the plans and specifications on CD or USB drive in AutoCAD 2026 format including plot files for the drawings and in Word format for the specifications.
- The City will advertise and post the bidding documents in a plan room, collect and open the bids, evaluate the bids, and make contractor selection. The consultant is expected to provide limited assistance during this process in preparation of the bidding documents and answering bidding questions.
- Assist the City in submittal review.
- The City is intending on performing construction inspection in-house, however, will require limited support from the consultant (assume 5 site visits during construction) and as needed assistance to answer contractor questions regarding design and specifications, verify design components and provide other assistance during construction.
- The consultant will need to assist the City by creating any necessary easements for the construction of this project.

Note: The above is a minimum listing of services the city expects to be provided by the selected consultant. Provide a statement regarding consultant's ability to provide the minimum services.

Section 3 Schedule

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| • RFP Advertisement | September 21, 2026 |
| • RFP Submission | October 23, 2026 |
| • Selection of Consultant | November 6, 2026 |
| • Contract with Consultant | November 20, 2026 |
| • Project Kick Off Meeting | December 9, 2026 |
| • Begin Survey | December 14, 2026 |
| • Geotech | December 16, 2026 |
| • Conceptual Design & Preliminary Cost | January 29, 2027 |
| • Submittal of 30% Plans | March 12, 2027 |
| • Submittal of 60% Plans | April 9, 2027 |
| • Submittal of Final Plans, Specs, Bidding Docs | May 7, 2027 |
| • Advertise for Construction | May 17, 2027 |
| • Award Construction Contract | June 18, 2027 |
| • Start Construction | July 19, 2027 |
| • Complete Construction | October 1, 2027 |

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Compliance with Title VI of the Civil Rights Act of 1964

The City of Fremont, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Section 4 Requirements for RFP, Programmatic Selection Process

The City of Fremont will directly select a consultant based on the RFP. The requirements for the RFP and Selection Rating Form that will be used to select the consultant is shown below.

1. Provide the information requested in the RFP Content below in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. RFP shall be limited to twenty (20) 8 ½ " x 11" single sided pages plus three (3) pages for the project approach.
3. Please follow the below requirements in preparing and binding the RFP:
 - a. Use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of the page.
 - c. Use 8 ½" x 11" paper only.
 - d. Bind the RFP by stapling at the upper left-hand corner only. Do not use any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.
4. Provide a statement of the firm's qualifications to provide the requested services. Describe the expertise and experience of your firm in providing the proposed services on projects of similar size. Identify and describe three (3) projects which your firm has completed in the past five (5) years that have similarities and relevance to the proposed project and scope of services.
5. Provide a list of at least five (5) references, including name, address, and telephone number of previous clients on projects with a similar scope of work.
6. List a Project Manager and other key staff members, including key sub-consultant staff. Include project engineers/surveyors for important disciplines and staff members that will be responsible for work, and the project responsibility of each. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection noted. List any sub-consultants/surveyors that might be employed on the project along with their qualifications. List key sub-consultants'/surveyors' personnel with will work on the project, their technical competence and related specialized experience.
7. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to the present workload, and availability of the assigned staff.
8. Provide detailed pricing of the services necessary for this project including engineering, surveying, project management, meetings, investigations and other work necessary to develop the project plans, specifications, evaluations, reports, permitting, assistance with the bidding and construction process and other work necessary to complete this project. The pricing shall include a total for each component and then a grand total for all services.
9. Provide a description of your Project Approach, not to exceed two (3) pages. Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Your firm's qualifications for the project; 4) Knowledge and experience concerning relevant local, state and federal regulations, standards, procedures and guidance documents; 5) Innovative ideas; 6) Your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 through 9 must be included within the 20-page body of the RFP. Remaining space within the 20 pages may be utilized to provide personnel resumes or additional information concerning general qualifications. Responses received after 2:00 PM on the response due date will not be considered.

Consultant Selection Rating Form

for

Programmatic Selections

Project:

Project Type:

Selection Committee Members:

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	5	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	10	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	5	See Note 4, Exhibit 1	
Consultant's Past Performance	10	See Note 3, Exhibit 1	
Project Pricing	70	See Note 5, Exhibit 1	
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City and other agencies. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consult other agencies as appropriate. The use of ratings shall place emphasis on the specific type of services requested.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the RFP.
5. The consultant pricing shall provide detailed breakdown for each category of work. The pricing should include estimated hours, schedule of rates, equipment rates and other items need to clearly understand and calculate the pricing.